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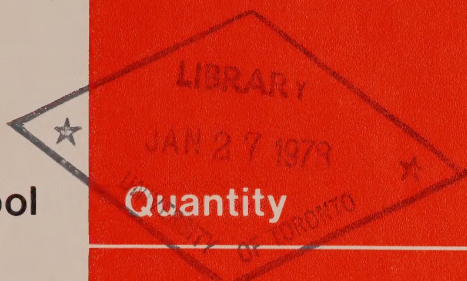


CARON
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Canada's Metric System

A short metric practice guide

MINISTRY LIBRARY MATERIAL



Unit

Symbol

Quantity

metre

m

length

kilogram

kg

mass

second

s

time

ampere

A

electric current

kelvin*

K

thermodynamic temperature

mole

mol

amount of substance

candela

cd

luminous intensity

* Everyday Use: degree Celsius ($^{\circ}\text{C}$)



1. Symbols are printed in upright type - no matter what type face is used in the rest of the text.

2. Unit symbols are always written in lower case unless the unit is named after someone.

Exception: The symbol for *litre* is L; "ℓ" and "l" are not recommended.

The names of units are always lower case unless they begin a sentence. Symbols should never be used to start a sentence. The word "Celsius" always takes a capital.

3. Prefix symbols are printed in upright type with no space between the prefix and the unit symbols.

When written out, the prefix and the unit name form a single word.

4. Symbols are never made plural.

5. Never use a period after a symbol unless it's at the end of a sentence.

6. Leave a single space between the quantity and the symbol unless the first character of the symbol is not a letter.

7. Symbols should be used when presenting quantities in a sentence.

● *PAL took 10 s to become operational.*

● The projector must be 10 m from the screen.
This projector takes a 500 W lamp.

○ The pail holds 11 L.
There are 250 mL in a coffee cup.

○ **Newton** is the unit of force in the International System of Units.
The SI unit for measuring power is the **watt**.
Body temperature is measured in **degrees Celsius**.

● A paperclip is about 3 cm long.
Robin is 160 cm tall.

○ The length of a paperclip is measured in **centimetres**.

● 1 m 10 m

● The CN Tower is 553 m high.
The height of the CN Tower is 553 m.

● The man on the bus was about 180 cm tall.
Normal office temperature is 20°C in summer.
The lens has an angle of view of 179° 30' 30".

● The speed limit is 100 km/h on rural highways.
But: We still have a **few kilometres** to go.

8. Use decimal fractions, not common fractions.
9. Always place a zero before the decimal marker if the value is less than 1.
10. Use spaces, not commas, to separate large numbers into easily readable 3-digit blocks.

Four-digit numbers are normally written without a space (e.g. 1234) unless written in columns with other large numbers.

But: Use commas when writing sums of money on cheques, etc.
11. The product of units in symbolic form is indicated by a dot (preferably positioned above the line).
12. The division of units in symbolic form is usually indicated by an oblique stroke.

• The roast weighed **2.75 kg** before cooking.

• 0.145 , 0.0145

• 53 246 631.04 , 631.043 781
The Province of Ontario covers about **1 068 582 km²**.

o	1 234
	126 423
	47 072
	174 729

o \$23,436.73

• N·m newton metres
N.m also acceptable

• km/h kilometres per hour
m/s metres per second
Also acceptable: $\frac{\text{m}}{\text{s}}$ or $\text{m}\cdot\text{s}^{-1}$

The Canadian National Standard form for writing the date in numerical form is:
year-month-day
(When *typing*, however, the hyphens may be omitted.)

The proper form for writing the time is:
hour:minute:second

The date and time may be combined:
year-month-day-hour:minute:second
(Note, in this case, hyphens should be used in the date to make reading easier.)

• January 11, 1977 is
written: **1977-01-11** or **77-01-11**
typed: **1977 01 11** or **77 01 11**

• { Forty-seven minutes, fifty-nine seconds past eight a.m. is written and typed:
08:47:59
Forty-seven minutes, fifty-nine seconds past eight p.m. is written and typed:
20:47:59

• **1977-01-04-08:47:59**



Ontario

Produced by the Ministry of Transportation and Communications
for use in the Ontario Public Service with the training film "As the
World Turns Metric".

Prefix	Symbol	Multiplication Factor	
mega	M	1 000 000	$= 10^6$
kilo	k	1 000	$= 10^3$
hecto*	h	100	$= 10^2$
deca*	da	10	$= 10^1$
		1	$= 10^0$
deci	d	0.1	$= 10^{-1}$
centi	c	0.01	$= 10^{-2}$
milli	m	0.001	$= 10^{-3}$
micro	μ or u	0.000 001	$= 10^{-6}$

*rarely used